

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE/BRANCH Office of Business and Economic Opportunity	
WORKING TITLE DBE Supportive Services Contract Manager	POSITION NUMBER 913-088-5393-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the supervision of a Staff Services Manager I, the incumbent works with considerable independence and is primarily responsible for serving as contract administrator of federally funded Disadvantage Business Enterprise (DBE)/Supportive Services (SS) Program. The incumbent will coordinate, prepare, schedule and direct contract work and monitor SS Contracts. Supportive Services means those services and activities provided in connection with minority business enterprise programs which are designed to increase the total number of minority businesses active in the highway program and contribute to the growth and eventual self sufficiency of individual minority businesses so that such businesses may achieve proficiency to complete, on an equal basis, for contracts and subcontracts. The contracts to be monitored will be for a variety of specialized activities such as Training and/or Outreach to DBE firms to increase the participation of DBE firms in federal aid highway construction contracts, contracts for professional services and service contracts. With his/her detailed and specific knowledge about methods and procedures the incumbent will support and promote a positive work environment and productive relationships with all staff and the public in an ethical and professional manner. Some travel may be required. Specific duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Job Description

50% (E)	Acts as Contract Manager for Supportive Services Contracts. Functions as liaison with contractor, Supportive Services Chief and staff. Prepare contract request, including Scope of Work, request for amendments and renewals as needed, resolves issues to facilitate contract approval. Prepares 360 for contract renewal/new contracts. Reviews and monitors contracts which include; Scope of Work, pre job meetings with contractor; maintain contract data records (invoices/contract time frame/dollar balance); evaluate contractor performance to ensure services are performed as specified in contract; resolve contractor issues which may arise during the life of the contract; act as liaison for pending, existing, future contracts; close out contract when appropriate, monitor contractors performance and terminates contract, if appropriate, ensure that work is proceeding on schedule, within budget, and that all work is complete and accepted by the Department, authorization of final payment of invoices and if applicable requesting renewal of contract.
35% (E)	Reviews correspondence and prepares correspondence and reports applicable to the DBE/SS program. Prepares and maintains the DBE/SS Desk Manual. Prepares correspondence and reports for the Deputy Director or Director's signature, as needed.

10% (M)	Researches and reviews Federal Highway Administration notices for proposed funding opportunities, develops funding applications for the Department. Coordinates with the Federal Resource Desk and Division of Procurement and Contracts on funding opportunities. Posts funding opportunities on the Department internet and/or through other media.
5% (M)	Develops and conducts presentations for conferences, workshops and special events related to the DBE/SS program.

SUPERVISION EXERCISED OVER OTHERS

Does not supervise others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Contract Manager responsibilities and/or duties, federal guidelines and requirements established for determining DBE certification eligibility including, but not limited to, 49 CFR, Part 26, Public Contracting Code, legislation impacting the certification, major transportation-related Caltrans programs, the state and federal legislation process, and knowledge of DBE regulations. The incumbent must be able to reason logically and creatively, utilize analytical techniques to resolve complex issues, develop and evaluate alternatives, present recommendations and information to management via oral and written communications. Ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions.

Knowledge of the Department's mission, vision, goals, organizational structure and hiring guidelines and processes; and division functions is desirable.

Ability to use a variety of techniques to analyze and manage complex administrative issues; reason logically and creatively; develop and compare alternatives; draw valid conclusions; make recommendations; adopt an effective course of action; provide sound guidance to management; and present analyses in an understandable, usable form for management using oral and written communication methods.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Decisions and actions of the Contract Manager, affect Caltrans and the OBEO image and ability to produce desired results. Good judgment, tact, and the ability to communicate effectively are expected. An error in judgment could result in improper management decisions at all levels, inaccurate financial reporting, and mismanagement of Caltrans funds, incorrect budget/personnel decisions and noncompliance with statutory requirements. Errors may have a significant impact on Caltrans internal and external operations.

PUBLIC AND INTERNAL CONTACTS

There is extensive coordination with managers, staff, other State and Federal agencies as well as outside vendors. The incumbent: oversee special assignments involving various levels of staff. The incumbent has frequent contact with all levels of OBEO staff, and staff of the Divisions of Administration (Labor Relations, Training,) and Information Technology. Contact with the public and other State and Federal agencies. These contacts may be verbal or written, as needed, to perform assignments.

WORK ENVIRONMENT:

Duties are performed in a climate-controlled office under artificial lighting. Normal work hours are from 8 a.m. to 5 p.m., Monday through Friday. Some travel may be required.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to interact cooperatively with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus and intensity, yet remain optimistic and persistent even under adversity; open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

I have read, and understand the duties listed above and can perform them without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE DATE

SUPERVISOR DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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